



2450 Old Moultrie Road, Suite 103
St. Augustine, FL 32086
904-342-2267
www.elcnorthflorida.org

MEMORANDUM

To: All Board Members
From: Tajaro Dixon, Grants and Operations Manager
Date: June 8, 2020
Subject: Episcopal Children's Services (ECS) Contract Renewal and Notice of Conflict of Interest

Background:

Per the Office of Early Learning's guidance received today, certain information and documents are to be disclosed to all board members regarding today's vote for the first 'renewal' year of the Coalition/ECS Contract.

- F.S. 1002.83(3) and (4) requires a Central Agency representative be appointed a voting board member. Our Central Agency is Episcopal Children's Services (ECS). Teresa Matheny is employed by ECS and is our Central Agency board member representative.
- As Teresa Matheny is employed by Episcopal Children's Services, this makes her a 'related party' regarding the Coalition/ECS contract. She is aware of this conflict, and has already completed THIS YEARS form 8B. It is included in today's packet.
- Section 1002.84(20), F.S. lists requirements for OEL approval of 'related party' contracts over \$25,000. This year there are new requirements for RENEWAL YEARS. They are listed below **and included in the following pages.**

The following data must be included in the board agenda packet for the contract renewal vote:

1. A brief narrative memo to document the ELC's use of this process
2. A copy of the original OEL prior approval notice sent to the ELC
3. Notice of which board member(s)/ELC employee(s) have the potential or actual conflict of interest
4. A copy of the minutes approving the original contract
5. A list of the board members' votes
6. Proof of the abstaining board member
7. The more detailed original OEL prior approval forms



A United Way Agency Funded by the State of Florida



Tajaro Dixon

From: James Finch <James.Finch@oel.myflorida.com>
Sent: Wednesday, June 19, 2019 9:59 AM
To: Tajaro Dixon
Cc: Dawn Bell; Teresa Matheny; Rhonda Cody; Susan Pettijohn; Christopher Spell; Sam Sweazy; Lisa Zenoz; Toshiba Griffin; Laura McKinley
Subject: FW: OEL PRE-APPROVAL OF RELATED PARTY CONTRACT - ELCNF's PRIMARY SERVICE PROVIDER
Attachments: OEL Grant Agreement 061319 -signed by DB ONLY.pdf; June 12 19 Board Minutes Final Draft 6 13 19.doc; Related Party Contract Checklist 2019-Completed.docx; T Matheny signed Form 8B.pdf; 1920 ECS Contract FINAL 060319.doc
Importance: High

Good morning Tajaro,

OEL has reviewed and based on documents provided (attached), the related party contract is approved by OEL.

Thank you,

James Lincoln Finch, PMP, FCCM, FCCN
Office of Early Learning
250 Marriott Drive
Tallahassee, FL 32399
850-717-8638
James.Finch@oel.myflorida.com

From: Tajaro Dixon <tdixon@elcnorthflorida.org>
Sent: Thursday, June 13, 2019 3:35 PM
To: Lisa Zenoz <Lisa.Zenoz@oel.myflorida.com>; Sam Sweazy <Sam.Sweazy@oel.myflorida.com>; James Finch <James.Finch@oel.myflorida.com>; Laura McKinley <Laura.McKinley@oel.myflorida.com>
Cc: Dawn Bell <dbell@elcnorthflorida.org>; Teresa Matheny <tmatheny@ecs4kids.org>; Rhonda Cody <rcody@elcnorthflorida.org>; Susan Pettijohn <spettijohn@elcnorthflorida.org>; Christopher Spell <cspell@elcnorthflorida.org>
Subject: OEL PRE-APPROVAL OF RELATED PARTY CONTRACT - ELCNF's PRIMARY SERVICE PROVIDER
Importance: High

Lisa, Sam, James, and Laura,

Please find the documents listed below uploaded to our 2019/2020 grant folder on Share Point. You will need these documents to approve our "related party contract over \$25,000" for our Primary Service Provider, Episcopal Children's Services. (I have attached a Share Point 'map' where these documents are located.)

- Related Party Contract Ove \$25,000 Checklist – completed
- Form 8B – completed
- ELCNF/ECS 2019/2020 Contract – NOT signed (Word Version)

- June 12, 2019 ELCNF Board Meeting Minutes (see pages 6-7 – yellow high-lighted area)

It is **IMPERATIVE** that we get this approved as soon as possible, so that we can execute this contract **BEFORE JULY 1, 2019**.

WITHOUT THIS CONTRACT IN PLACE, WE WILL NOT BE ABLE TO PROVIDER SR AND VPK SERVICES FOR OUR SIX COUNTY AREA.

With that, we will be eager to hear from you, and please let us know asap - if there are any questions or issues. (However, I will be off tomorrow – 06/14/19, so please call Dawn Bell or Rhonda Cody if needed.)

Thank you!

Tajaro Dixon

Grants and Operations Manager

Early Learning Coalition of North Florida

Address: 3841 Reid Street, Palatka, FL 32177

Phone: 386-328-6232

Fax: 386-328-5599

Website: elcnorthflorida.org

facebook.com/elcnorthflorida



SUNSHINE LAW AND PUBLIC RECORDS CAUTION: 1) The Florida Government in the Sunshine Law prohibits discussion outside a duly noticed meeting between any two or more Early Learning Coalition of North Florida Board members regarding any matter that may come before the Board. This prohibition extends to discussions via e-mail. 2) Furthermore, most e-mail communications made or received by the Early Learning Coalition of North Florida members or staff are considered public records that must be retained and, upon request, made available to the public and media.

Early Learning Coalition of North Florida, Inc.

BOARD MEETING

Slammer & Squire, Legends Restaurant, World Golf Village

2 World Golf Place

St. Augustine, FL 32092

June 12, 2019

10:30 a.m.

ATTENDANCE

Members Present:

Dr. Myrna Allen
Ron Coleman
Vina Delcomyn
Mary Garcia
Brian Graham
Marsha Hill
Michelle Jonihakis
Theresa Little, Treasurer
Teresa Matheny, ECS
Charles Puckett
Aubrie Simpson-Gotham
Michael Siragusa
Commissioner Jeb Smith
Joy Stanton, Secretary
Patricia Tauch

Members Absent:

Brian McElhone
Nancy Pearson, Board Chair
Kristi Simpkins
Renee Williams, Vice Chair

Staff Present:

Dawn Bell, Chief Executive Officer
Rhonda Cody, Office Manager
Susan Pettijohn, Finance Manager
Christopher Spell, Finance Manager
Joan Whitson, Early Literacy Manager
Tajaro Dixon, Grants and Operations Manager

Others Present:

CALL TO ORDER/ROLL CALL

J. Stanton, Secretary called the meeting to order at 10:34 am. Roll was taken by R. Cody; quorum was met with 15 of the 19 board members in attendance.

PUBLIC COMMENT

1

**Board Meeting
June 12, 2019**

No comments.

REVIEW OF DELEGATION OF AUTHORITY ITEMS

The Board designates authority to the Coalition's Office Manager to review and approve the Chief Executive Officer's timesheets, leave requests, work related travel expenses, and other routine operational requests. These documents, which are made available at each regular board meeting for board review, were passed around with no discussion or questions on the items reviewed.

APPROVAL OF MARCH 13, 2019 BOARD MEETING MINUTES*

1. T. Little motioned to approve the March 13, 2019 Board Meeting Minutes, as presented. V. Delcomyn seconded the motion. No discussion, motion passed unanimously.

STAFF AND COMMITTEE REPORTS

CEO Report-Verbal

D. Bell reviewed the Episcopal Children's Service contract certifications specific to the required insurances related to general liability, directors and officers, employee dishonesty and a host of additional insurance coverage and limits mandated per policy. D. Bell explained that Episcopal Children's Services met all required limits and coverage and asked if there were additional questions regarding the policies and there were none. The next topic of discussion was the Voluntary Pre-Kindergarten (VPK) assessment tool and the recent assessment scores by county and throughout Florida where in the majority of cases, the scores reflected a failure in nearly all categories. D. Bell reviewed the VPK snapshot of ELCNF for both 2016-17 & 2017-18 where it reflected similar conclusions that the VPK program was, on the surface, not meeting the needs or expectations of parents and children, nor more importantly, preparing children for educational success in primary and secondary education. The conclusion of board members was that the assessment tool was flawed and was not establishing correct metrics to truly measure a child's potential for success in higher education. D. Bell explained that there are good voices in the Florida legislature to address this issue and hopefully they will consider other options to continue the viability of the State wide VPK program. She will continue to keep the Board informed and updated on issues and results as appropriate.

Finance Manager's Report

S. Pettijohn reviewed and submitted the following report to the Board:

Desk Reviews and Audits

We are in the process of responding to OEL's Desk Review of July 2018 – December 2018 transactions.

Revenue and Expense Report (see attachment)

Our revenue from OEL is in alignment with expectations. We are holding enough of an advance to be able to reimburse ECS for their expenses in advance of receipt of reimbursement from OEL.

Expenses are generally less than expectations. In total we are about \$111K less than budget to date and are offset by revenues which are about \$106K less than budget. Our net surplus year-to date is primarily due to miscellaneous donations.

Early Learning Coalition of North Florida

Revenue and Expenses

Comparison to Budget

As of April 30, 2019

	Annual Budget	Jul - Apr Budget	Jul - Apr Actual	YTD Budget Variance (over) under
2018-19 Notice of Awards				
School Readiness (SR)	\$ 17,370,697	\$ 14,478,031	\$ 13,551,530	\$ (926,501)
Program Assessment	267,900	223,250	192,751	\$ (30,499)
CCEP	18,835	15,696	12,115	\$ (3,581)
Voluntary PreKindergarten (VPK)	13,825,764	11,521,470	12,776,826	\$ 1,255,356
Total Notice of Award	\$ 31,483,196	\$ 26,238,447	\$ 26,533,222	\$ 294,775
Subrecipient Expense				
School Readiness (SR)	\$ 16,423,621	\$ 13,686,351	12,860,804	\$ (825,547)
Program Assessment	267,900	223,250	192,751	\$ (30,499)
CCEP	18,835	15,696	12,115	\$ (3,581)
Voluntary PreKindergarten (VPK)	13,772,598	11,477,165	12,753,301	\$ 1,276,136
Total Subrecipient Expense	\$ 30,482,954	\$ 25,402,462	\$ 25,818,970	\$ 416,509
Grant Funds Available to ELC of North Florida	\$ 1,000,242	\$ 835,985	\$ 714,252	\$ (121,733)
Other Donations and Revenue				
Clay Electric Foundation	\$ -	\$ -	\$ 5,000	\$ 5,000
Kiwanis	\$ -	\$ -	\$ 1,000	\$ 1,000
Reinhold	\$ -	\$ -	\$ 750	\$ 750
Quality Teacher's Conference	\$ -	\$ -	\$ 6,549	\$ 6,549
Miscellaneous Donations	\$ -	\$ -	\$ 1,485	\$ 1,485
Total Revenues	\$ 1,000,242	\$ 835,985	\$ 729,036	\$ (106,949)
ELC of North Florida Estimated Expense				
Salaries	\$ 508,042	\$ 423,368	\$ 382,584	\$ (40,784)
PR Taxes	37,640	31,367	28,998	(2,369)
Health Insurance & HSA Contributions	88,650	73,875	84,663	10,788
Pension	20,595	17,163	17,191	29
Life, Disability, and WC	13,672	11,393	7,280	(4,113)
Staff Development	9,500	7,917	4,676	(3,241)
Contract Services	2,500	2,083	150	(1,933)
Accounting	1,500	1,250	0	(1,250)
Auditing	13,500	13,500	13,750	250
Information Technology	3,500	2,917	466	(2,451)
Legal	200	167	0	(167)
Printing & Reproduction	2,267	1,889	1,003	(886)
Repairs & Maintenance	750	625	477	(148)
Office Sites - Occupancy	37,500	31,250	35,016	3,766
Postage, Freight & Delivery	1,493	1,244	1,143	(101)
Rentals - Office Equipment	9,500	7,917	2,540	(5,377)
Office Supplies	8,150	6,792	7,451	659
Communications	13,400	11,167	10,876	(291)
D & O Insurance	2,700	2,700	2,467	(233)
General Liability	3,900	3,000	2,702	(298)
Equipment <\$1,000	1,900	1,583	1,132	(451)
Equipment >\$1,000	4,000	3,333	0	(3,333)
Travel - In State	2,500	2,083	1,539	(544)
Travel - Out of State	5,000	4,167	5,418	1,251
Travel - Local	12,200	10,167	4,132	(6,035)

Bank Fees	500	417		(417)
Software/Licenses/Support	6,000	5,000	8,636	3,636
Web Service	22,000	18,333	16,935	(1,398)
Other employee expenditures	5,000	4,167	259	(3,908)
ADP Fees	0	0	4,646	4,646
Dues & Subscriptions	7,700	6,417	9,730	3,313
Taxes, Licenses and Fees	200	167	145	(22)
Misc. - Other Current Charges	5,000	4,167	542	(3,625)
Quality Program	149,283	124,403	68,164	(56,239)
Total ELC North Florida Estimated Expense	\$ 1,000,242	\$ 835,985	\$ 724,711	\$ (111,274)
Surplus or Loss	\$ -	\$ (0.00)	\$ 4,324	\$ 4,324

Targets and Restrictions (see attachment)

The coalition is currently in alignment with the grant required targets and restrictions.

SR Direct Services, Min 78%	80.40%
SR Admin, Max 5%	4.40%
SR Admin/NonDirect/Quality Max, 22%	19.60%
SR Quality Min, 4%	10.00%
Infant & Toddler Min \$236,540	\$180,953.56
Working Poor Eligible Match: \$648,776	\$158,761.94
Pay for Performance Max, \$129,447	\$58,769.59
PFP Quality Support & Proj Mgmt, \$29,076	\$9,595.33
Program Assessment \$267,900	\$192,751.34
VPK Admin Max, 4%	3.18%

3RD QUARTER PROGRAM UPDATE

T. Dixon presented the 3rd quarter program per the following:

Coalition Activities:

- The Coalition completed its bi-annual OEL Fiscal Monitoring that began on-site January 28, 2019. We received OEL’s Draft Report March 6 and responded by the deadline. We will share the results when the final report has been processed.
- The annual review and update of the CEO Succession Plan Hand-off report was completed February 20. This is a summary report of all essential day-to-day operational information that would be needed in the case of an emergency.
- Coalition staff completed the annual refresher Data Security training and Information Technology policy review.
- The 2019/2020 Sub-recipient Contract Monitoring Schedule and Narrative Plan has been completed and is part of the School Readiness Plan Amendment #21 which is included in the board packet today for approval.
- ECS was offered negotiation meetings as part of the RFP process. No meetings were scheduled because ECS was satisfied with the RFP’s Draft Contract. ECS agreed to the first version of the Actual contract, and it is in today’s board packet for approval.

Episcopal Children's Services (ECS) On-Site Monitoring:

The Third Quarter Monitoring was performed for April 29 – May 10, 2019. This monitoring included all OEL required “eligibility” criteria for School Readiness and attendance/payment validations. In addition, Data Security Systems Updates and the Infant/Toddler program was reviewed.

Due to technical issues with OEL's new database (EFS “MOD”), School Readiness files were reviewed using the strategies and work-around scenarios that ECS and the Coalition staff created and documented for OEL.

From this monitoring, there was only one compliance issue, which was an incorrect accounting allocation that amounted to less than 0.02% of all dollars tested. The corrective actions (journal entries) were processed before the Final report.

The Fourth Quarter Monitoring is scheduled for July 29 – August 9, 2019.

ALL full reports are available upon request.

3RD QUARTER EARLY LITERACY REPORT

J. Whitson submitted her report on the following:

Highlights:

Teacher of the Year: We held our annual Teacher of the Year nominations in December. In January, our winner Angie Picket of Sugar and Spice Learning Center in Orange Park was visited with a prize patrol surprising her of her achievement. All the nominees and Angie were again honored at our Early Educators Conference on January 28th. Angie received a \$500 cash prize thanks to Kaplan Early Learning, our Teacher of the Year sponsor.

Early Educators Conference: Saturday, January 28th at the Thrasher Horne Center in Orange Park. The keynote speaker this year was Richard Cohen speaking about how early educators are the heroes of our time and giving practical classroom management tips. A variety of break-out sessions were also provided by ELC and ECS staff. Attendees receive CEU's for attending the conference and participating in the sessions. 275 educators attended.

ELC State Wide Conference: March 28th at the Hilton in Gainesville. Outreach Manager Joan Whitson and assistant Sandi Dunnavant attended and presented a break out session on developing effective outreach programs.

Early Literacy Outreach:

Florida Literacy Week: The ELC participated in the annual simultaneous reading event held on January 25th by encouraging all providers to read the 2019 book picks. Free copies of “Chicka

Chicka Boom Boom” by Bill Martin and “Planting a Rainbow” by Lois Ehlert were given to every attendee at the early educators conference.

Children’s Week: In honor of Children’s Week, Episcopal Children Services hosted six different literacy programs (one in each of our six counties). This year several local authors were featured reading their own books to the children. 750 children attended these events. Each child received a FREE book.

Dr. Seuss Week: In celebration of Dr. Seuss’s birthday, which is March 2nd, seven Dr. Seuss themed literacy programs were presented in preschools. Special guest, “The Cat in the Hat” was on hand creating a lively story time. Each child received a FREE Dr. Seuss book and each classroom received a variety pack of Dr. Seuss books with an activity pack to go with it.

Themed Literacy Programs: The ELC outreach team was in full swing putting on 23 themed literacy programs during this quarter. The programs included: Meet the Masters, Mother Goose, Space, Dr. Seuss and Eric Carle’s World of Colors program. These programs are proving to be highly successful and a wonderful addition to our outreach programming. 786 children were reached in 23 different schools. Each child receives a FREE book or bag of books and the teacher receives a fantastic resource bag filled with teaching supplies to facilitate continued early learning of the children using the theme materials presented.

Donations: On March 4th in honor of March being literacy month the ELC was presented with over 1,200 books from Primrose Schools in Nocatee. The books were put into book bags in conjunction with our book bag project and distributed during themed literacy programs. The ELC also received a \$1,000 check from the Kiwanis of Club of St. Augustine to use towards our early literacy efforts.

NEW/UNFINISHED BUSINESS

APPROVAL OF THE EPISCOPAL CHILDREN’S SERVICES 2019/2020 PRIMARY SERVICE PROVIDER CONTRACT (TO INCLUDE RECORDING OF INDIVIDUAL VOTES)

Episcopal Children’s Services won this year’s RFP (Request for Proposals) award through the recommendation of the RFP Committee (February 21, 2019) and subsequent approval of the ELC Board of Directors (March 13, 2019).

AND, As the Coalition has been satisfied with Episcopal Children’s services (ECS) delivery of services in contract year 2018/2019 (and all applicable prior years), the Coalition will continue contracting with ECS for 2019/2020.

T. Dixon mentioned these very important items as the ECS contract is a “related party contract” and as such the requirements are:

- Any related party has to disclose their conflict to the board and complete the conflict of interest form.
- We (the ELC) are notifying the board that Teresa Matheny is a ‘related party’ as she has a statutorily-required voting seat on the board and is ALSO the Chief of Programs and Administration of Episcopal Children’s Services.
- As she has a conflict, she has completed the form “8B”. And, as she is present, she will not be allowed to have discussion or participate in the vote on this item (contract).
- Because this is a related party contract, we must have 2/3 vote (of the entire board) approval of the contract before we can send it to OEL for approval.
- The contract will not be executed (signed by both parties) until the ELC receives OEL approval.
- The minutes from this meeting will reflect that these requirements were disclosed to you and will reflect the individual votes.

1. T. Little motioned the Approval of ECS 2019-20 Primary Service Provider Contract. V. Delcomyn seconded the motion. T. Matheny recused herself and completed the form “8B”, disclosing and documenting her conflict of interest.

At this point, individual votes were taken by calling all board member names, having them state yes or no. This information was captured on the roll call sheet (attached) and here:
Dr. Myrna Allen, YES; Ron Coleman, YES; Vina Delcomyn, YES; Mary Garcia, YES; Brian Graham, YES; Marsha Hill, YES; Michelle Jonihakis, YES; Theresa Little, YES; *Brian McElhone, not present; Nancy Pearson, not present;* Charles Puckett, YES; *Kristi Simpkins, not present;* Aubrie Simpson-Gotham, YES; Mike Siragusa, YES; Commissioner Jeb Smith, YES; Joy Stanton, Yes; Patricia Tauch, YES; *Renee Williams, not present.*

Motion passed unanimously.

APPROVAL OF THE GRANT AGREEMENT BETWEEN THE OFFICE OF EARLY LEARNING (OEL) AND THE EARLY LEARNING COALITION OF NORTH FLORIDA FOR SCHOOL READINESS (SR) AND VOLUNTARY PREKINDERGARTEN (VPK)*

The Coalition would not receive the required grant funding for its School Readiness and Voluntary Prekindergarten programs should the Board not approve this grant agreement.

2. T. Little motioned the Approval of the Grant Agreement between the Office of Early Learning and the Early Learning Coalition of North Florida for School Readiness (SR) and Voluntary Prekindergarten (VPK) . V. Delcomyn seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF THE 2017-19 SCHOOL READINESS PLAN AMENDMENT #21*

The following items are ELC requested updates:

- Core Document – Parts III. A. CCR&R and School-Aged Care, III. D. Quality Improvement Strategies, and III. E. Quality Performance Report

The following items are OEL-required Annual updates:

- Attachment II E ELC Sliding Fee Scale for Parent Co-Payment Form eff 070119
- Attachment V A ELC 1920 ECS Monitoring Plan narrative 032519-showing edits
- Attachment V A ELC 1920 Monitoring Schedule 032519

If this is not done, the following would occur:

- The Coalition’s School Readiness Plan would not be properly approved and updated for programmatic changes.
- The Coalition would not have a Parent Sliding Fee Scale effective 07/01/19.
- The Coalition’s School Readiness Plan would not be in compliance with OEL requirements regarding monitoring plan/schedule of sub-recipient.

3. A. Simpson-Gotham motioned the Approval of the 2017-19 School Readiness Plan Amendment #21. V. Delcomyn seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF THE REVISIONS TO THE EARLY LEARNING COALITION OF NORTH FLORIDA’S ANTI-FRAUD PLAN FOR 2019/2020*

Revisions:

1. Changed the fiscal year of the Plan, revision date, and ELC full board approval date.
2. Changed the name and e-mail address for the Project Compliance Specialist.

If this is not done, the following would occur:

OEL would not have the most accurate and current Coalition Anti-Fraud Plan for 2019/2020, and the Coalition would be out of compliance.

4. B. Graham motioned the Approval of the Revisions to the Early Learning Coalition of North Florida’s Anti-Fraud Plan for 2019/2020. J. Stanton seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF THE REVISIONS TO THE COALITION’S CONTRACT MANAGEMENT AND MONITORING POLICIES*

Revisions:

CM302 – Contract Requirements,

- Added reference to policy #HR204 (background screenings/credentials) under “Contracts should REQUIRE”.
- “Audit Requirements” section replaced with the 19/20 OEL Grant Agreement updates.
- “Certifications and Assurances” section “I. Federal certifications – applicable to ALL ENTITIES” and Section “II. Federal or state-required assurances – applicable to OEL SUBRECIPIENTS” replaced with the 19/20 OEL Grant Agreement updates.

5. T. Little motioned to Approve the revisions to the Coalition’s Contract Management and Monitoring Policies and Procedures. B. Graham seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF THE REVISIONS TO THE COALITION’S INFORMATION TECHNOLOGY SYSTEMS AND SECURITY POLICIES AND PROCEDURES MANUAL*

Revisions:

IT101 – General Scope,

- replaced the definitions for “Breach of Security” and “Security Incident” with those from the 18/19 OEL Grant Agreement.
- added the definition of “Breach” from the 18/19 OEL Grant Agreement.

IT301 - Vendor Management/System Performance Monitoring,

- deleted last section of this policy as it pertained to background screenings for employees.
- added new section, “Vendor Employee Assignment Approval” with corrected criteria regarding background screenings and credentials from policy #HR204 – specifically for IT Vendors. (18/19 OEL Accountability review corrective action.)

IT303 - Access and Security, added “Electronic Imaging and Signatures” section. (From 18/19 ICQ review and IT Vendor’s policy revision recommendations.)

IT401 - Back-up Systems and Storage, deleted language regarding in exchange server as this is no longer applicable. (Recommended from annual IT vendor review.)

IT601 - Use of On-line Services and E-mails, added a last sentence to the “Public Disclosure” section, “There is not an automated archive solution for files or e-mails, and it is up to the Coalition staff to preserve records according to the retention policy. Full system backup images are retained for a period of seven days.” (There is a ‘rolling’ 7 day back up of the ENTIRE system. So when an e-mail is PERMANENTLY deleted, it will only be ‘backed up’ for 7 day.)

6. T. Little motioned to approve the revisions to the Coalition’s Information

Technology Systems and Security Policies and Procedures Manual. B. Graham seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF THE REVISIONS TO THE COALITION'S PERSONNEL POLICIES AND PROCEDURES MANUAL*

Revisions due to updated regulations:

HR204 - Employment Reference/Criminal History Checks, added clarifying language to #9 regarding reporting of an arrest (from the 18/19 OEL Grant Agreement).

HR314 – Tuition Reimbursement

- changed 'post graduate' to 'Master's Degree' in OEL prior approval sentence.
- added 'public' university and that most private universities and online colleges are not allowable.

HR404 – Business Travel Expenses

- added the exclusion of Airbnb accommodations being reimbursable.

7. T. Matheny motioned to approve the revisions to the Coalition's Personnel Policies and Procedures Manual. M. Garcia seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF YE 2018-19 COALITION BUDGET REALIGNMENT*

To be in compliance of completing the 2018-2019 budget year within the 1.5% margin, shifting of budget categories may be necessary. The Coalition requests to move any unused Administrative Dollars to any OCA item as needed, to include Quality and Direct Services.

8. B. Graham motioned to approve the YE 2018-19 Coalition Budget Realignment. M. Garcia seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF 2019-20 MEETING SCHEDULE*

Proposed Draft of Meeting Schedule:

2019-20 MEETING SCHEDULE

Unless stated otherwise, all meetings are held at:

**Renaissance World Golf Village Resort and Convention Center
500 South Legacy Trail, St. Augustine, FL 32092**

DATE	TIME	MEETING
July 2019		No Meetings
August 7 th	10:30 a.m.	Exec/Admin Committee; Conference Call: Dial 1-888-296-6500 and enter Guest Code 966582
September 11 th	10:30 a.m.	ANNUAL Board; Meeting/Workshop; Elect Officers
October		No Meetings
November 6 th	10:30 a.m.	Exec/Admin Committee; Conference Call: Dial 1-888-296-6500 and enter Guest Code 966582
December 4 th	2:00 p.m.	Board- CaddyShack Restaurant, World Golf Village
January 2020		No Meetings
February 5 th	10:30 a.m.	Exec/Admin Committee; Conference Call: Dial 1-888-296-6500 and enter Guest Code 966582
March 11 th	10:30 a.m.	Board
April		No Meetings
May 6 th	10:30 a.m.	Exec/Admin Committee; Conference Call: Dial 1-888-296-6500 and enter Guest Code 966582
June 10 th	10:30 a.m.	Board

- **Board Meetings are held quarterly on the 2nd Wednesday of the month with the exception of the December Meeting.**
- **Exec/Admin Committee Conference Call Meetings are also held quarterly on the 1st Wednesday of the month.**
- **AD-HOC Committee Meetings are added as needed.**

PLEASE MAKE NOTE: This is a tentative schedule that is continuously being updated as meetings are being added or rescheduled, due to unforeseen circumstances.

Updated Meeting Schedules are posted on our website: www.elcnorthflorida.org

- 9.** M. Siragusa motioned to approve the 2019-20 Meeting Schedule. T. Little seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF THE WEB/MARKETING CONSULTING CONTRACT WITH CREATIVE TYPES/AMY LYN D' ALESIO*

Our Web/Marketing consulting services is up for procurement. Three quotes were obtained and staff recommends that we accept the Creative Types bid and enter/continue into a contract. This contract is to be billed on an hourly basis of \$60 per hour and not to exceed 200 hours/\$12,000 annually.

- 10.** B. Graham motioned to approve the Web/Marketing Consulting Contract with Creative Types/Amy Lyn D' Alesio. J. Stanton seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF DISPOSAL OF INVENTORY-HANDOUT*

Any disposal of property listed on Coalition inventory, must be board approved in order to proceed with the removal of any item on the inventory.

Staff is asking permission to dispose of items that are no longer in good working order and are listed in Fair, Poor, Obsolete, Scrap Condition for tag numbers:

- Educator Thermal Roll Laminator, SN Ed-25-19462, ID tag 1573 ECS, 37 ELCNF
Tag, condition poor
- Latitude Dell Laptop E6520, SN 1x8B5Q1, ID tag 1807 ECS, 303 ELCNF

- 11.** B. Graham motioned to approve the disposal of Coalition Inventory. M. Siragusa seconded the motion. No discussion-motion passed unanimously.

BOARD SELF EVALUATION DISCUSSION-HANDOUT*

The annual Board of Directors Self-Evaluation Form was distributed to all Board Members and all were requested to return their evaluations to R. Cody no later than July 12, 2019. This evaluation assists the staff in their continued strive to be a model Coalition and a non-profit that community partners enjoy serving and assures the Board that we are fulfilling each and every board members expectations.

REVIEW OF BOARD MEMBERSHIP-Informational

No Comments

BOARD ABSENTEEISM LOG- Informational

No Comments.

BOARD COMMENTS

No Comments.

NEXT MEETINGS

The next scheduled meetings are as follows:

- Wednesday, August 7, 2019 , 10:30 a.m. – Exec/Admin Committee Conference Call

- Wednesday, September 11, 2019 10:30 a.m. –Board Meeting World Golf Village Convention Center

ADJOURNMENT*

12. B. Graham motioned for adjournment at 11:45am. V. Delcomyn Seconded the motion. No discussion – motion passed unanimously.

Minutes Submitted By: Rhonda Cody, Office Manager

DRAFT

ROLL-CALL

Board Meeting

DATE: June 12, 2019

** 9 (8.16) Voting Members (51%) needed to make a quorum*

MEMBER		ROLL CALL		ECS Contract Vote- YES	ECS Contract Vote-NO
		HERE	NOT HERE		
1	Dr. Myrna Allen (exec committee)	X		X	
2	Ron Coleman	X		X	
3	Vina Delcomyn (exec committee)	X		X	
4	Mary Garcia	X		X	
5	Brian Graham	X		X	
6	Marsha Hill	X		X	
7	Michelle Jonihakis	X		X	
8	Theresa Little- <i>Treasurer</i>	X		X	
9	Teresa Matheny (exec committee)	X		Recused	
10	Brian McElhone		X	Not Present	
11	Nancy Pearson – <i>Chair</i>		X	Not Present	
12	Charles Puckett	X		X	
13	Kristi Simpkins		X	Not Present	
14	Aubrie Simpson- Gotham	X		X	
15	Mike Siragusa (exec committee)	X		X	

16	Commissioner Jeb Smith	X		X	
17	Joy Stanton - Secretary	X		X	
18	Patricia Tauch	X		X	
19	Renee Williams- Vice Chair		X	Not Present	
20					

MEMORANDUM OF VOTING CONFLICT FOR BOARD MEMBERS

LAST NAME, FIRST NAME, MIDDLE NAME MATHENY, TERESA, JOAN		
MAILING ADDRESS 8443 BAYMEADOWS RD	CITY JACKSONVILLE	COUNTY DUVAL
NAME OF BOARD OR COMMITTEE ELC OF NORTH FLORIDA		DATE ON WHICH THE VOTE OCCURRED 6/12/19

Per OEL-PG-003-10(6)(b) and F.S. 112.3143(3)(a):

Each voting member shall:

1. Prior to the vote being taken, publicly state the nature and extent of any conflict of interest and abstain from voting or participating when a conflict of interest exists.
2. Abstain from voting.
3. Within 15 days after the vote occurs, complete and file this Memorandum form with the person responsible for recording the minutes of the meeting, who then shall incorporate this Memorandum form in the minutes.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Teresa Matheny, hereby disclose that on June 12,
2019 _____:

(a) A measure came or will come before me which will (check one)

- inure to my special private gain or loss;
- inure to the special gain or loss of my business associate, _____;
- inure to the special gain or loss of my relative, _____;
- inure to the special gain or loss of _____ by
whom I am retained; or
- inure to the special gain or loss of _____, which
is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before me and the nature of my conflicting interest is the measure as follows:

VI. New/Unfinished Business A. Approval of the Episcopal Children's Services 2019/2020 Primary Service Provider Contract

6/12/19
Date Filed


Signature



Prior Approval Checklist

Coalition: North Florida

Date: 5/8/2020

Third Party: Episcopal Childrens Services (ECS)

Standard/Question	Yes/No	Comments
Is there a scope of work?	Yes	Yes – Referred to as "Scope of Contract"
Are there clear deliverables?	Yes	
Are there limited/clear payment terms?	Yes	
Are there written financial consequences?	Yes	Page 26, Page 41, Page 47
Do the above-listed sections make sense when "connected" together?	Yes	The two programs, SR and VPK could be better integrated in the document.
Are the activities/costs allowable?	Yes	
Do the activities/costs benefit the SR/VPK programs?	Yes	
Is this a vendor or subrecipient agreement? <i>Based on answer above, are the right contract terms included?</i>	Yes	"The Contractor has been determined as a sub-recipient. As such, The CONTRACTOR understands and agrees to adhere to all applicable terms and conditions defined in the most current annual GRANT AGREEMENT (including any amendments) between Florida's Office of Early Learning and the Early Learning Coalition of North Florida." (Page 1)
Are any contract terms included? <i>Based on answer above, do they look "sufficient" (are they complete compared to the PO terms/conditions for the scoped goods/services)?</i>	Yes	
Is follow-up needed with the entity on any of the above-listed items?	Yes	Conformation of adherence to section 1002.84(20), F.S. (After Board Review and Prior to Contract Execution)
Following Initial Review by Grant Manager		

Section 1002.84(20), F.S. - To increase transparency and accountability, comply with the requirements of this section before contracting with a member of the coalition or a relative, as defined in s. 112.3143(1)(c), of a coalition member or of an employee of the coalition. Such contracts may not be executed without the approval of the office. Such contracts, as well as documentation demonstrating adherence to this section by the coalition, must be approved by a two-thirds vote of the coalition, a quorum having been established; all conflicts of interest must be disclosed before the vote; and any member who may benefit from the contract, or whose relative may benefit from the contract, must abstain from the vote. A contract under \$25,000 between an early learning coalition and a member of that coalition or between a relative, as defined in s. 112.3143(1)(c), of a coalition member or of an employee of the coalition is not required to have the prior approval of the office but must be approved by a two-thirds vote of the coalition, a quorum having been established, and must be reported to the office within 30 days after approval. If a contract cannot be approved by the office, a review of the decision to disapprove the contract may be requested by the early learning coalition or other parties to the disapproved contract.

Were conflicts of Interest Disclosed?	
Was there a Quorum?	
Was there a 2/3 vote/approval?	
Did the Related Party (ies) Abstain from voting?	
Was Documentation Provided?	

Approved: YES NO

Signed: _____ Date: 5/8/2020

Grant Manager: James Finch